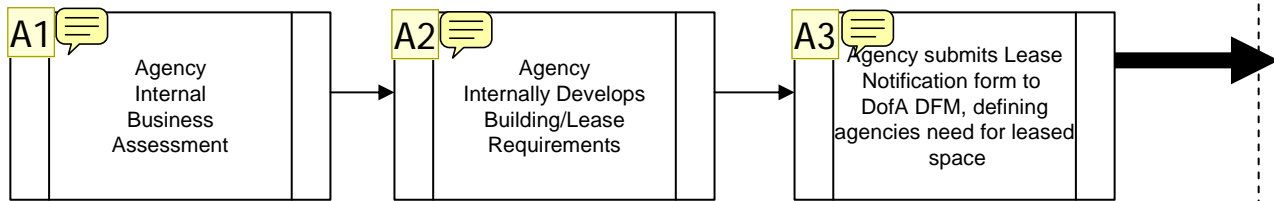
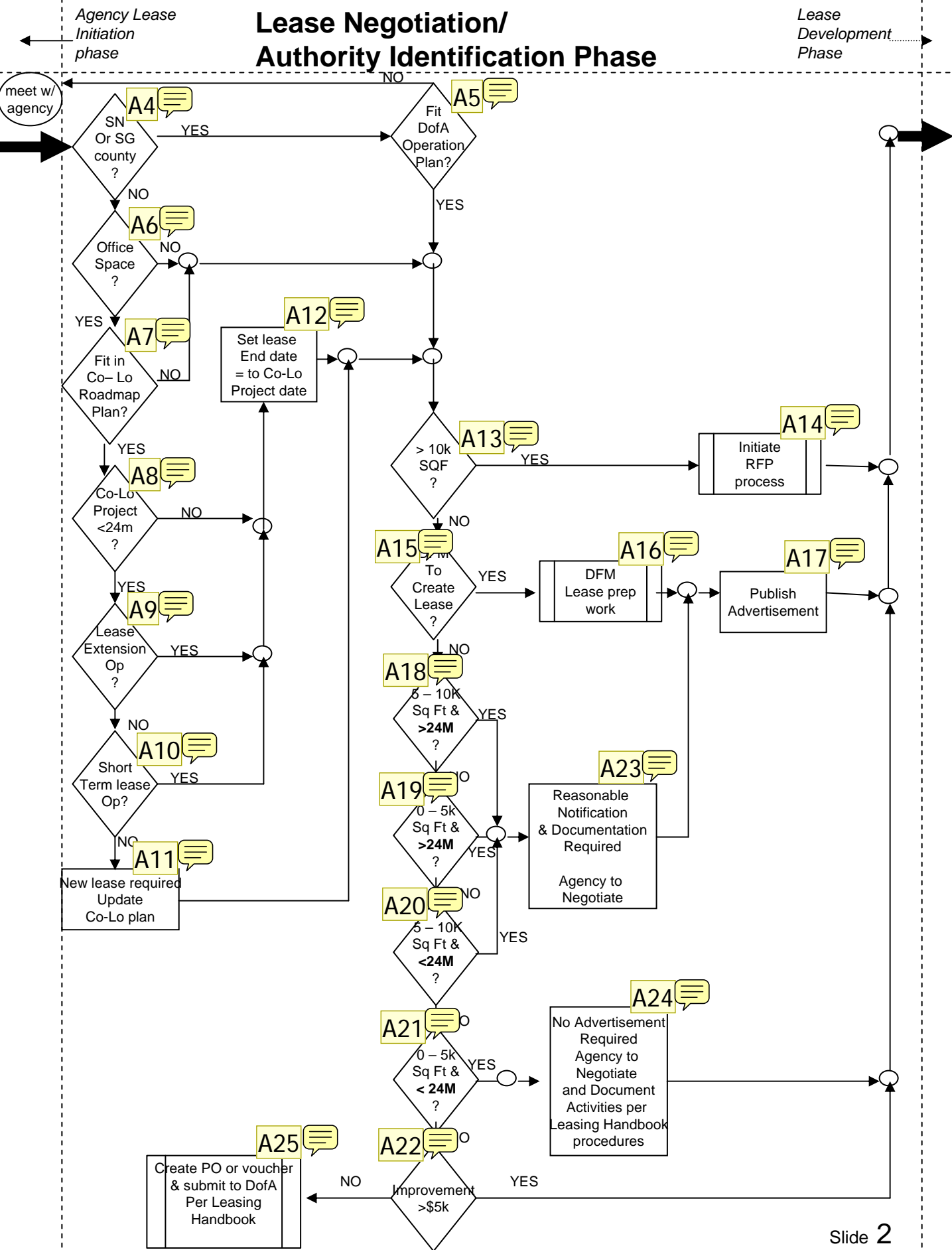
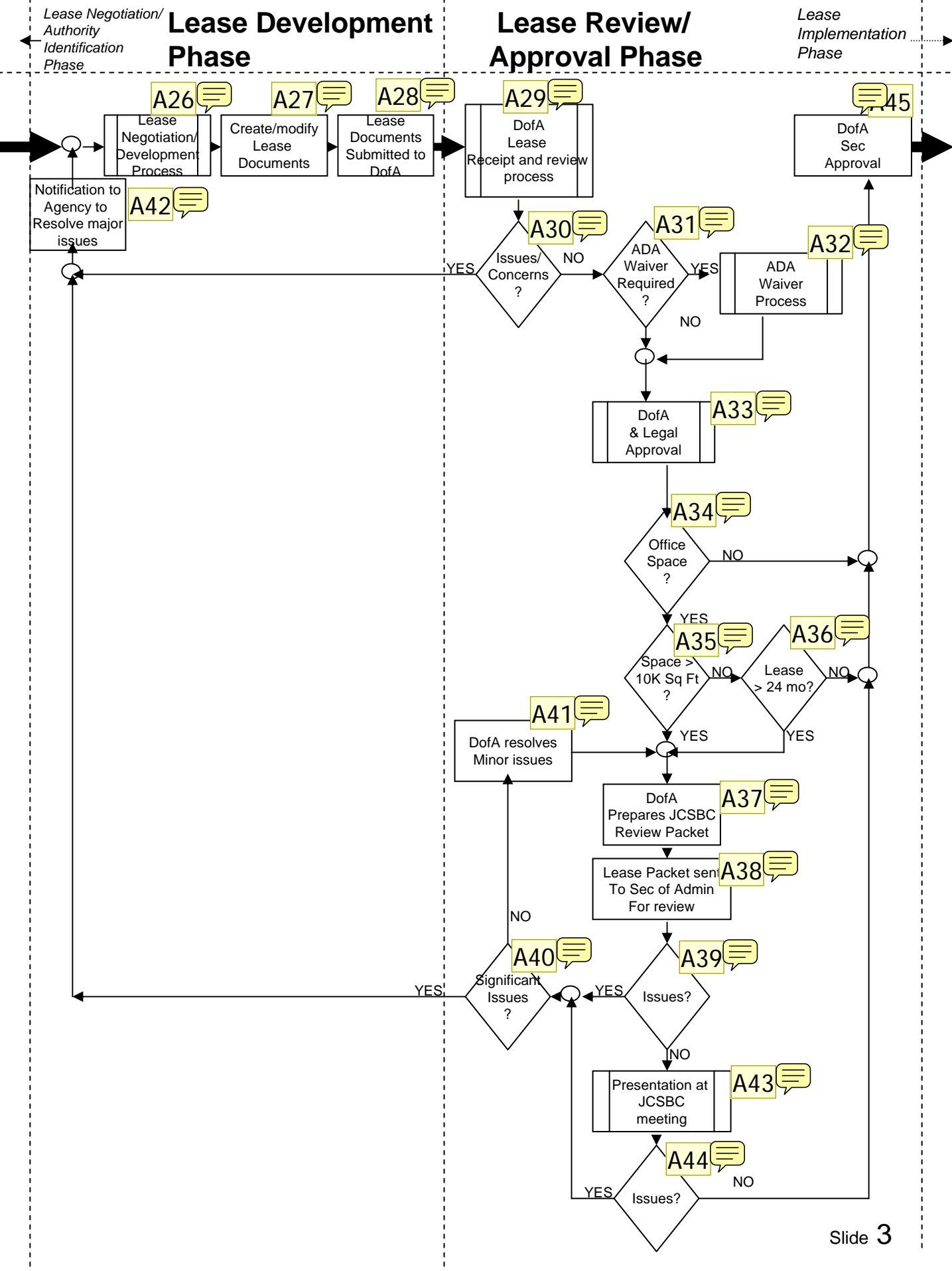


# Lease Renewal/Addendum Initiation Phase

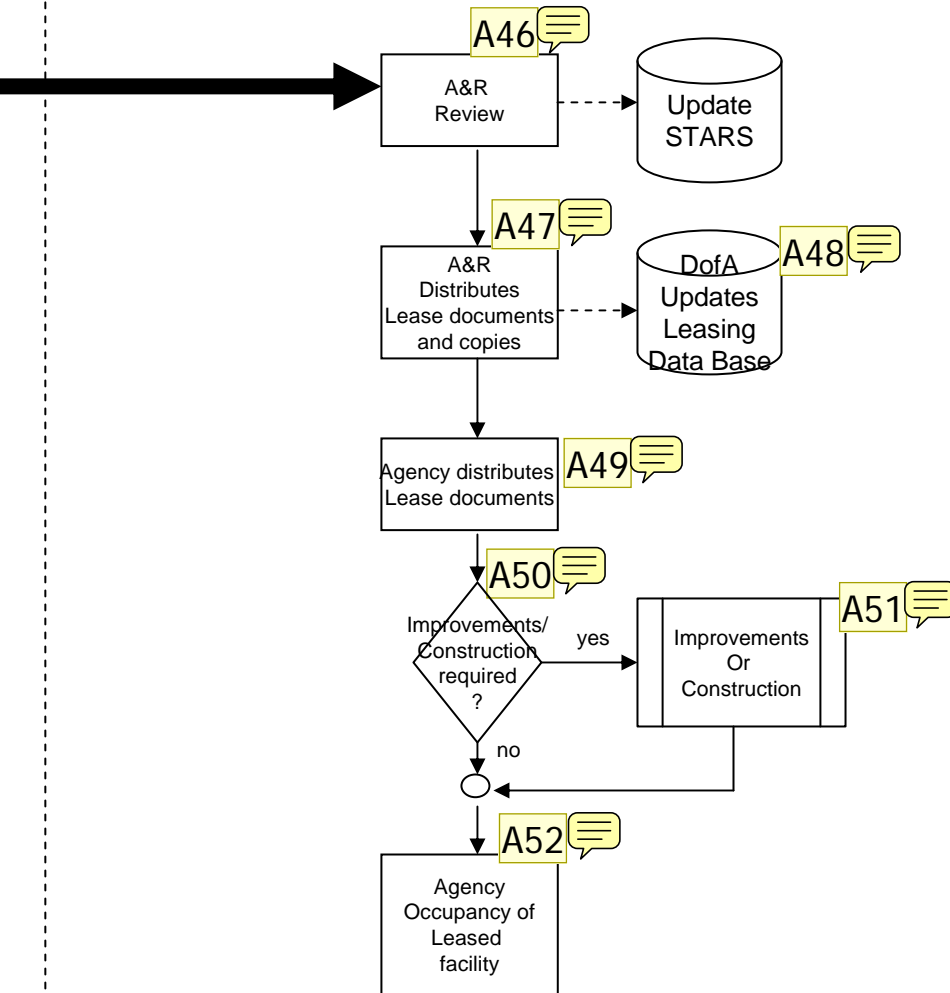
Lease Negotiation  
Authority Identification  
Phase







# Lease Implementation Phase



- A1** This is a starting point for the leasing process.
- Somewhere in the agency a need for a new/more/renewal of space has been identified.
- This should come from some aspect of a strategic/long range plan for the agency.
- A2** Space Needs/Requirements – Agency internally develops and documents space needs & requirements.
- Agencies should review and incorporate State of Kansas Office Space Standards for office space leases.
- A3** Once an agency has decided a new and/or change to a lease is required and agreed upon internally, this step is where an agency would complete internal procedures to document the request and provide notification to DofA DFM per internal agency policies and procedures. Use the Lease Notification Form for this purpose.

- A4** When a request for a lease or change to a lease comes to DofA, the first check is to see if this is a lease in Shawnee or in Sedgwick County.
- If it is, then DofA will review it to see if this lease opportunity fits with the overall DofA Strategic Plan.
- If not - continue.
- A5** DofA will need to review this lease opportunity to determine if this lease is consistent with the overall DofA operational requirements regarding Shawnee or Sedgwick County.
- If yes, then continue with normal lease processes.
- If no, then the Sec of Admin may need to work with the requesting agency to negotiate a solution with the Agency.
- A6** Is this lease for office space?
- If yes, then it needs to be checked to see if the lease falls within a current and/or future LSST co-location/lease consolidation opportunity.
- If not office space, then skip the check for fit with the LSST co-location plan and proceed with lease workflow.
- A7** Is this lease request/change within a city on the LSST Co-location Roadmap/plan? See Roadmap @ <http://www.da.ks.gov/fm/dfm/services/leasing.htm>
- If yes, then proceed with checks of how to align this lease with the identified lease project date for this city.
- If no, then skip further co-location opportunity checks and continue with standard lease workflow process.
- A8** City is on LSST Co-location Roadmap.  
Is the target co-location date less than 24 months away?
- If no, go to lease end date set step.
- If yes, then proceed with lease options questions.
- A9** Is an extension of this lease to the target co-location lease date?
- If yes, go to lease end date set step.
- If no, then proceed with lease options questions.
- A10** Is there an opportunity for a short term lease?
- If yes, go to lease end date set step.

## Slide 2 (Continued)

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If no, then proceed with update to Co-location Roadmap step.

**A11** Agency should work with DofA DFM to update the LSST Co-location Roadmap with new lease end date for this location.

**A12** Work to coordinate the new lease terms with the Co-location project target date.

Then continue with next steps to process lease.

**A13** Is this lease for any space equal to or greater than 10,000 sq ft?

If no, go to next step.

If yes, proceed with the RFP process.

**A14** Reference documentation on RFP process.

Contact Division of Purchases for RFP process information.

**A15** Does your agency want or need DofA DFM to assist and/or manage this lease activity?

**A16** If your agency needs assistance from DFM with lease activity, please contact DofA DFM.

**A17** Advertisement required in local newspaper; other reasonable sources should be considered.

Reference the Leasing Handbook for possible suggestions and guidance.

**A18** Is this lease for space equal to or greater than 5,000 sq ft and less than 10,000 sq ft and is the lease term longer than 24 months?

**A19** Is this lease for space less than 5,000 sq ft and the lease term longer than 24 months?

**A20** Is this lease for space equal to or greater than 5,000 sq ft and less than 10,000 sq ft and is the lease term 24 months or less?

**A21** Is this lease for space less than 5,000 sq ft and the lease term 24 months or less?

**A22** Is this an enhancement/modification to an existing lease for a requested improvement to the leased facility and is the request for improvement for an amount greater than \$5,000?

**A23** Agency is authorized to negotiate this lease activity.

Please reference the Leasing Handbook regarding expected documentation and process to follow.

<http://www.da.ks.gov/fm/dfm/services/leasing.htm>

**A24** Agency is authorized to negotiate this lease activity.

## Slide 2 (Continued)

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Please reference the Leasing Handbook regarding expected documentation and process to follow.

<http://www.da/ks/gov/fm/dfm/services/leasing.htm>

**A25**

If the proposed improvement is less than \$5,000 then agency to create and send justification information to DofA per the instructions in the Leasing Handbook.



- A26** Using the information collected - Prepare documentation for and begin negotiations with potential landlord. See Leasing Handbook for guidelines on special provisions and other lease considerations such as ADA requirements, tips, and techniques.
- A27** Prepare and validate leasing documentation that will be submitted to DofA.
- See Leasing Handbook section regarding the Lease Submission Checklist to ensure appropriate completeness of lease documentation.
- A28** Submit completed lease packet of information to DofA DFM for review and approval.
- A29** DofA DFM will receive, log, and review the lease and lease documentation for completeness, and accuracy.
- DofA DFM provides initial review including a preliminary review by Legal and to ensure ADA requirements are met.
- A30** Did DofA identify any substantive issues or concerns with the lease and/or attending documentation that require the attention of the requesting agency?
- A31** Was there an ADA Waiver included in this lease packet?
- A32** Lease submitted to DofA ADA Coordinator for approval. Please refer to the Leasing Handbook for information regarding the ADA Waiver Process.
- A33** Lease sent to DofA Legal for approval.
- Please refer to the Leasing Handbook for a review of the DofA Legal approval process.
- A34** If this lease is not for office space, it will not need to be included in the JCSBC packet for their review.
- Else continue with other checks for JCSBC packet inclusion.
- A35** If the office space requested is equal to or greater than 10,000 sq ft, it must be included with the DofA lease packet to be presented to the JCSBC for review.
- If not greater than 10,000 sq ft, then continue with other required JCSBC packet inclusion checks.
- A36** If the office lease term is greater than 24 months, then it must be included with the DofA lease packet to be presented to the JCSBC for review.
- If less than 24 months, continue to Secretary of Administration final approval.
- A37** The Department of Administration will compile a packet of upcoming lease requests and lease changes to be presented to the JCSBC for review. Your agency may be contacted to clarify some of the request.
- Additionally, DofA may notify you that representation from your agency may be required when the lease is presented to the JCSBC.

### Slide 3 (Continued)

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- A38** DofA staff submits completed lease request packet to the Secretary of Administration for a preliminary review before presentation to the JCSBC.
- A39** Did the Secretary of Administration identify any concerns or issues that need attention/correction before the packet is presented to the JCSBC?
- A40** Were the issues/concerns identified significant enough that agency involvement is required, or can DofA staff quickly resolve them?
- A41** Identified issues/concerns that were not deemed significant are resolved by the DofA staff.
- Your agency may be contacted for clarification and identification of minor changes to the original lease request.
- The updated lease request information will be included in the lease packet prepared for review by the Secretary of Administration or designee.
- A42** Agency notified of issues/concerns raised by the Secretary of Administration or JCSBC for resolution.
- This may require additional modifications to the lease documentation originally submitted for review and approval.
- A43** The approved and completed packet of leasing requests is prepared for and submitted for inclusion on the agenda of a JCSBC meeting and presented accordingly.
- Agency participation may be required.
- A44** Did the JCSBC identify any issues/concerns with any of the individual leasing requests presented to them?
- If not, then the lease would be processed for signature by the Secretary of Administration or designee.
- If there were issues - then proceed with issue resolution steps.
- A45** Validated leases are signed by the Secretary of Administration and/or designee as approved. Proceed with Lease Implementation Phase.
- Upon signature, at this point, the lease is legally effective.

- A46** Approved Lease is sent to A&R for review of encumbrance information and entered into STARS to allow for future payment processing.
- A47** Per your agency policy and as indicated on the Lease Submission Checklist - A&R distributes original lease document(s) and required copies.
- A48** DofA records the lease information in the leasing database, files the documentation, and uploads the leasing database to the website.
- A49** The agency will distribute and file lease documents as required by the affected parties per agency practice and/or policy.
- A50** Did this lease include specific construction and/or improvements to the leased facility?
- A51** This approved lease included additional construction and/or improvements.
- It is the agency's responsibility to ensure completion of improvements that meet the terms of the lease.
- Please refer to the Leasing Handbook for examples of avoiding common pitfalls with additional improvements/construction.
- A52** Process complete.
- Agency to utilize the leased space and manage the lease.